

**STATE OF IDAHO
DEPARTMENT OF JUVENILE CORRECTIONS**

**2010 Grant Guidelines
for
ENFORCING UNDERAGE DRINKING LAWS
LAW ENFORCEMENT MINI-GRANTS**

Description of Funding and Submission of Applications

- A. Funding Source: Office of Juvenile Justice and Delinquency Prevention (OJJDP)
Enforcing Underage Drinking Laws (EUDL) Program
- B. Funding Available: **\$90,000 Statewide** (\$7,500 maximum per application)
- C. Announcement #: **08-UDLE**
- D. Postmark Deadline: **January 15, 2010**
- E. Eligible Applicants: City, County, Tribal, State, and Federal Law Enforcement Agencies.
➤ **Important!** Only one (1) application per agency may be submitted (i.e. County, City, State Region/District, or Federal Agency District).
- F. Matching Funds: **Matching funds are not required for this program**
- G. Submission of Applications: **Eleven** (11) applications (1 original and 10 copies) must be postmarked by **January 15, 2010.**
- H. Project Period: April 1, 2010 – March 31, 2011
- I. Restrictions: Federal agencies cannot request funds for personnel.
Funds for equipment or travel are allowable.
- J. Application Form: Please use the EUDL Law Enforcement Application Form.

These grant guidelines and the application packet are available from the IDJC web site at www.idjc.idaho.gov or can be requested on diskette, e-mail, or hardcopy by calling 334-5100, Ext. 413, or by e-mail: jessica.williams@idjc.idaho.gov. For information regarding strategies to combat underage drinking, contact Nancy Lopez, Enforcing Underage Drinking Laws Coordinator, at nancy@preventionhome.com or phone (208) 357-4443.

**This funding may ONLY be used to prevent and reduce underage drinking (alcohol).
Funds may NOT be used to address issues with any other substances.**

1. Introduction and Description of Funding

The Prevention subcommittee of the Interagency Committee on Substance Abuse Prevention and Treatment prioritized four risk factors to address through all prevention activities statewide:

1. Community laws and norms favorable toward drug use, firearms and crime;
2. Favorable parental attitudes and involvement in the problem behavior;
3. Lack of commitment to school; and
4. Favorable peer attitudes toward the problem behavior.

The Idaho Department of Juvenile Corrections (IDJC), in partnership with the Office of Drug Policy, is the designated agency to administer federal Enforcing Underage Drinking Laws program. The Department is seeking to fund law enforcement programs that increase enforcement of underage drinking laws and reduce underage drinking. In order to impact the priority risk factors, applicants may only submit proposals for the activities described below.

Applicants may request up to \$7,500 of the \$90,000 available statewide. Only one application per jurisdiction may be submitted. **Funds requested for personnel can only enhance or supplement, not replace existing agency funds (i.e. overtime costs).** Allowable activities include:

Party Patrols (special patrols/operations intended to find and stop parties involving underage drinking).

Special Enforcement Campaigns (increased patrols/operations during high-risk times such as weekends, school events, holidays, fairs, etc., with a specific focus on enforcement of underage drinking laws).

Compliance Checks (undercover operations to check retailer compliance with laws regarding service of alcohol to minors). Compliance check operations must be conducted in coordination with the Idaho State Police, Alcohol Beverage Control division. Please contact Lt. Robert Clements at: (208) 884-7060.

2. Eligible Applicants

City, County, Tribal, State, and Federal Law Enforcement Agencies.

- **Important!** Only one (1) application per agency may be submitted (for this program, an agency refers to a unit of local government such as a county, city, or tribe; a sub-level of a state law enforcement agency such as a region/district; or a sub-level of a federal agency such as a district, forest, etc).

For example: A city, county, and tribe in the same geographical area may all submit grant proposals, but each entity may not submit more than one proposal.

- **If more than one application is received from a specific jurisdiction (city, county, tribe; state or federal district), all applications from that jurisdiction will be deemed non-responsive and will not be considered for funding.**

3. **Prohibitions and Limitations**

The following list highlights specific funding limitations and is provided for quick reference. The list is not comprehensive of all federal and state guidelines for grant funded programs.

- A. The Idaho Department of Juvenile Corrections will not be liable for any costs incurred by a selected project prior to the execution of the official award.
- B. Acquisition of land with grant funds is prohibited.
- C. OJJDP funds cannot be used to serve adults unless the service is a parenting class or family counseling.
- D. OJJDP funds cannot be used for construction or renovation. Equipment must be directly related to service delivery programs and/or projects.
- E. **OJJDP funds cannot be used for refreshments, prizes, incentives, clothing, novelty items or entertainment.**
- F. Consultants cannot be paid more than \$450 per day or \$56.25 per hour with OJJDP funds.
- G. Allowances for meals while traveling cannot exceed State of Idaho guidelines of \$30.00 per day within Idaho. The out-of-state reimbursement rate is the same as in-state, but the Board of Examiners allows a higher federal allowance in locations published in IRS publications. You may view the guidelines at: <http://www.gsa.gov>. Sub-recipients using established internal travel policies may use rates defined by those policies or state rates, **whichever are lower.**
- H. Non-Supplanting: OJJDP grant funds cannot be used to replace state or local funds, but can be used to increase the amounts of such funds that would, in the absence of federal aid, be made available for juvenile justice activities.
- I. OJJDP funds may not be used to support fundraising or lobbying activities.
- J. Payment for approved expenditures is made on a reimbursement basis only.
- K. All activities must occur within the approved project period.

4. **Submission of Proposals**

One (1) original and ten (10) copies of the proposal must be submitted. Proposals shall become the property of the State of Idaho and the names of the applicants will become public information. Send applications to the Idaho Department of Juvenile Corrections, P.O. Box 83720, Boise, ID 83720-0285. **Faxed or e-mailed applications cannot be accepted.**

The Application Form must be signed by the Chief Executive Official of the sponsoring organization or proposal will not be considered for funding.

5. Technical Assistance

All applicants are encouraged to seek technical assistance from Department staff:

Nancy Lopez, Coordinator, Enforcing Underage Drinking Laws (Idaho Falls) (208) 357-4443
Alan Miller, Grants/Contracts Officer (Boise) (208) 334-5100, Ext. 442.

6. Timelines

The following timetable has been established for proposal submission, review, and announcement of awards.

January 15, 2010 Postmark deadline for all grant applications.

February 17, 2010 Grant Review Meetings.

March 15, 2010 Award Notification.

7. Proposal Outline, Checklist, Evaluation Criteria, and Available Points

Applicants are encouraged to use the proposal outline and checklist below. **IMPORTANT !** Specific items must be included in the proposal. These items will be indicated as such, and if not included, the proposal will be considered non-responsive and not reviewed. Five evaluation categories are outlined below with a total of 100 available points. **To receive funding consideration an applicant must score a minimum of 65% of the available points.**

Please note this is a competitive process and a peer review panel will score proposals based on the quality, clarity, and depth of responses to the information requested. Funding consideration will begin with the highest scoring proposals and continue until funds are exhausted or no eligible proposals remain.

(Summary)

1. Provide a one-page summary of the project, including budget information. This will be the first page reviewers will see. Be clear, concise, and accurate. This form is provided in the application packet. **If this item is not included as the first page, the application will be considered non-responsive and will not be reviewed.**

(Forms)

2. The General Application Forms are provided in the Application Packet (www.djc.state.id.us then click on the Grants link). **If the application is not signed by an authorizing official, the application will be considered non-responsive.**

Conditions

- By signing the application, the Executive Official of the sponsoring organization agrees to comply with all State and Federal laws, regulations, certifications and assurances, and special conditions of the grant.

- By signing the application, the applicant certifies they are not a debarred vendor and none of the organizations or individuals contracting or partnering with applicant are debarred vendors. A list of debarred vendors can be viewed at <http://epls.arnet.gov/>.

(Project Description)

20 Points – Community Description

1. Provide a clear definition of service area **boundaries** (city, county, multiple counties) and a description of the community (population, number of juveniles under 18, school districts, etc.).
2. Describe the nature of the underage drinking **problem** in your jurisdiction. This could include actual consumption such as binge drinking or other problems including impaired driving, violent crime, unsafe sexual practices, poor academic performance, etc. Include quantitative information such as arrest rates, number of school incidents, survey results, etc. See *Appendix A – Useful Websites, for sources of data*.
3. Describe the perceived **causes** of the underage drinking problems in your jurisdiction. These may include availability of alcohol, lack of enforcement of alcohol-related laws, poor parental controls, social norms, etc.
4. Describe the **current efforts** to address the problem of underage drinking in your jurisdiction.

30 Points – Program Action Plan

1. The allowable **activities** for this project are listed below. Please identify which activities you intend to perform and provide a clear **description** of your plan to implement these activities – BE SPECIFIC. *(you are not required to do all three allowable activities – base your strategy on the need in the community).*

Party Patrols - special patrols/operations intended to find and stop parties involving underage drinking.

Special Enforcement Campaigns - increased patrols/operations during high-risk times/events such as weekends, school events, spring break, holidays, fairs, etc., with a specific focus on enforcement of underage drinking laws.

Compliance Checks - undercover operations to check retailer compliance with laws regarding service of alcohol to minors. Compliance check operations must be conducted in coordination with the Idaho State Police, Alcohol Beverage Control division. Please contact Lt. Robert Clements at: (208) 884-7060.

2. Include a detailed **timeline** for implementation.
3. Describe your **goals and objectives** and how the program will positively **impact** the enforcement of underage drinking laws and reduce underage drinking?

20 Points – Project Coordination and Administration

1. Provide the **qualifications** of the applicant agency and key staff who will administer and/or implement the project. Describe the experience level of the key staff in administering the type of project that is proposed. Indicate whether your organization and key staff has administered similar grant projects.
2. Describe how the proposed project will be **coordinated** with other agencies and organizations in your jurisdiction. Applicants are encouraged to develop collaborative enforcement strategies in coordination with other law enforcement agencies in your area.
 - If your agency has a Memorandum of Agreement with the Office of Highway Safety, describe your strategy to coordinate with and compliment those activities.

15 Points – Budget Information

1. Using the line item budget forms in the Application Packet, provide a **budget** that will allow the project to operate efficiently.
2. On the **Budget Description** page, detail and justify the need for each line item cost. The budget description must demonstrate that expenses are reasonable, necessary and allocable to the project. Be sure to double-check your math in all sections of the budget and application. *Include the calculations used to reach line item totals on budget form.*

Allowable expenses include:

- Use of funds for personnel expenses for officers.
- Purchase of alcohol detection equipment* to increase officers' ability to screen juveniles in the field, including equipment for boat, motorcycle, and foot patrols on public lands and waterways.

**Check with the Idaho State Police for the specific equipment that can be certified.*

15 Points – Evaluation

1. Detail who will be **responsible** for evaluation, collection of data, and quarterly reporting to the Idaho Department of Juvenile Corrections.
2. Complete the **Performance Chart** with statistics for 2008/09 to serve as a baseline. *(You will be required to report on these same measures if you receive a grant award)*

100 Total Points



PREVIOUSLY FUNDED AGENCIES



All applicants who have received funding from the Idaho Department of Juvenile Corrections through the Enforcing Underage Drinking Laws Program (EUDL) in the past three (3) years must provide the following (see list below):

1. A **summary** of what was accomplished.
2. A list of any equipment purchased with prior grant funds and the current status of that equipment.

If the summary and/or equipment list are not included with your application it will be considered non-responsive and will not be reviewed.

The following list includes agencies that have received EUDL grants in the past (please contact Lisa Stoner at (208) 334-5100 x 416 for more information about prior EUDL grants to your agency):

Previously funded agencies:

Ada County	Idaho Falls Police Dept.	Pocatello Police Dept.
Bingham County	Kamiah Police Dept.	Priest River Police Dept.
BLM Lower Snake River District	Lewiston Police Dept.	Rexburg Police Dept.
Boise Police Dept.	Lincoln County	St. Anthony Police Dept.
Coeur d' Alene Police Dept.	Madison County	Twin Falls County
Emmett Police Dept.	Nez Perce County	Twin Falls Police Dept.
	Nez Perce Tribe	

8. Rejection of Proposals

The Department reserves the right to reject all applications received.

9. Reconsideration Process

An applicant shall have ten (10) calendar days from the date of the letter of rejection in which to file a reconsideration with the Department. Delivery of the reconsideration letter may be made by hand or first class mail to the Idaho Department of Juvenile Corrections, 954 W. Jefferson St., Boise, ID 83720, or P.O. Box 83720, Boise, ID 83720-0285. If delivered by hand, the reconsideration must be received no later than ten (10) calendar days after the date of the correspondence providing notification of the rejection of the application. If the reconsideration is not received within the ten (10) calendar day period, the applicant will forfeit the right for reconsideration.

Reconsideration is available to applicants who were denied funding entirely. Applicants receiving a grant award less than their requested amount are not eligible for reconsideration. Reconsideration letters may not introduce new information, but may identify information in the original grant application that is relevant to the specific areas noted in the regret letter where the proposal received low scores.